

	<b>EtO Standard Operation Checklist</b> <b>3M™ Steri-Vac / Model 5XL</b>	Page ____ of ____
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### Pre-Run Notification

- ☐ Send email notification of upcoming run as follows:  
*To: Brandon Hagerty, Mike Hines, Matt Lera*  
*CC: Kara Martin, Hami Ray, the POC for the equipment being sterilized, and other EtO users if there is extra space in chamber.*  
*Subject: EtO Run Tonight [date]*  
*Body: "I will be starting an EtO run tonight, [date], containing [name of project] Hardware. I will terminate the run tomorrow morning, [next day's date]. There will be [#] canisters remaining in the flammables cabinet after this run."*

### Run Preparation:

- ☐ Remove canister from flammables cabinet, discard yellow rubber ring, and insert canister upside-down into slot on the left side of the chamber. Press canister under lip on machine to click into place.
- ☐ Load bagged (double-bagged if necessary) items loosely in basket *with plastic skids*.  
*Note: If two baskets are used, basket with plastic skids goes on bottom, basket with metal overhangs stacks on top.*
- ☐ Label a control indicator (stored in flammables cabinet), place in sterilization pouch, and insert in middle of samples.
- ☐ Close door and push while turning handle clockwise to latch.
- ☐ Check water level inside panel door.  
*Note: If reservoir is less than half full, add distilled water from bottle stored on shelf below chamber. Do not fill above black line marked on reservoir.*
- ☐ When closing the panel door, make sure the receipt paper is through slot.  
*Note: You may need to push the "feed" button inside panel to thread through slot.*
- ☐ Insert name, start dates, canister size, and equipment details in log book mounted on wall to left of machine.
- ☐ Update dates and user name (your name) to the warning sign (stored on cart near door) and post in window of room door.  
*Note: Corners of sign and door window both have Velcro for attaching.*
- ☐ Confirm machine is set to desired temperature cycle on LCD screen (37°C or 55°C).
- ☐ Press Start on LCD screen and leave room. On the way out, move "DO NOT ENTER" chained sign from interior doorknob to exterior doorknob.  
*Note: Make sure door closes completely.*

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**Post-Run Operations (following morning):**

- ☐ Enter room and make sure no error codes are on LCD screen of chamber.

Caution:

*If there are error codes, record code and contact 3M for advice before opening chamber.*

*Customer Service: (800) 292-6298*

*Rich Hughes (Service Rep Direct): (800) 688-5888*

- ☐ If no error codes, turn knob counter clock-wise to release lock. Immediately leave room and close room door.

Note: Chamber door will open within 60 seconds.

- ☐ After 1 hour, re-enter room and push the stop button on the LCD panel.

- ☐ Enter stop date in log book.

- ☐ Enter whether or not there have been any errors or cautions during the cycle.

- ☐ Remove items. Place in bake-out chamber if necessary.

- ☐ Remove control indicator. Remove another control tube from flammables cabinet and label appropriately. Firmly press cap of each tube to break media ampule inside, and shake. Incubate at 30C.

Note: After at least 24 hours, EtO'd indicator should remain green, non-EtO'd indicator should be yellow.

- ☐ Remove empty EtO canister and place in trash.

**Special Notes/Observations:**

Operator Name (Print)	Initials	Date	
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